



Groundwater Sustainability Agency (GSA) Administrative Specialist Job Opportunity

BACKGROUND

In September 2014, Governor Brown signed historic legislation requiring that California's critical groundwater resources be sustainably managed by local agencies. The Sustainable Groundwater Management Act (SGMA) gives local agencies (cities, counties and water districts) powers to sustainably manage groundwater over the long-term, and requires Groundwater Sustainability Plans (GSPs) be developed for medium- and high-priority groundwater basins.

In Sonoma County, local agencies have established Joint Powers Authorities to form Groundwater Sustainability Agencies (GSAs) and undertake the management of groundwater resources pursuant to SGMA in three basins: Petaluma Valley, Santa Rosa Plain, and Sonoma Valley. The Sonoma and Gold Ridge Resource Conservation Districts (RCDs) will be acting as Interim Administrators in the Petaluma and Santa Rosa basins, respectively, and are seeking a detail-oriented administrative professional to support these two GSAs.

POSITION

The GSA Administrative Specialist will be a shared employee of the Gold Ridge and Sonoma RCDs. The incumbent will work under the supervision of management-level staff at each RCD, and within an identifiable and prescribed framework. The incumbent will provide support to the RCDs and to the GSA Boards of Directors and related Committees on a variety of matters essential to the functioning of the GSAs. The incumbent will assist in the preparation and management of official reports, records and minutes; work within an administrative team to carry out bookkeeping and contractual functions; play an integral role in the GSAs' transparency and compliance with all applicable laws; and to perform related work as required.

This position is a 32-40 hour per week, at-will position. Competitive compensation commensurate with experience. Position includes employer-paid health, dental, vision plan, retirement plan, annual discretionary leave, and paid holidays.

JOB DESCRIPTION

Functions

- Assist with the composition of all Board Meeting materials, including agendas, resolutions, staff reports, and other official documents.
- Assemble and distribute agendas and Board meeting materials in compliance with the Brown Act, and respond to meeting-related inquiries from Board members and the public.
- Attend all Board Meetings and record official minutes.
- Coordinate Advisory Committee meetings and other Board-related meetings as needed.
- Maintain public records of the GSAs.

- Provide bookkeeping and contracting support.

This position is a first point of public contact for the GSA and requires frequent interaction with GSA officials, community members, vendors and the public regarding official GSA issues, such as public meetings, agenda items, and general operations. In addition, the incumbent must exercise initiative, discretion, and good judgment in the analysis and resolution of issues that require technical or specialized knowledge of GSA organization, policy, and procedures. This role also requires administrative duties as requested by management staff or members of the Board.

JOB REQUIREMENTS

Ability to:

- Develop a thorough knowledge of the role, organization, policies, and procedures of the Board of Directors
- Learn, interpret, explain, and comply with rules, regulations and policies, with a particular focus on the Ralph M. Brown Act
- Perform responsible professional and technical administrative duties, working independently and accurately
- Conduct standard bookkeeping functions, including making deposits and generating check requests, recording financial transactions using Generally Accepted Accounting Principles (GAAP), and producing reports as needed
- Type at a rate sufficient to perform assigned duties
- Use database, spreadsheet, accounting, and web interface applications, depending on assignment
- Communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public and other employees in situations requiring tact, courtesy, and poise
- Understand information requests of others and respond courteously, efficiently, and accurately. Retain and recall information to respond to inquiries, and efficiently search files and retrieve data as required.
- Establish and maintain effective working relationships with those encountered during performance of duties
- Organize, plan, and prioritize own workload and adjust to changes in workload and assignments to meet critical deadlines under pressure
- Problem solve, compile and analyze data, and use sound judgment
- Effectively apply the required knowledge and skills in the daily performance of assigned duties

Familiarity with:

- Modern technology, systems, and software designed to assist in the computerized management of information
- Data processing applications and systems, and the principles of modern office management
- Principles of office administration and secretarial practices and procedures, including business correspondence, correct English usage, grammar, spelling, vocabulary, and punctuation

- Records management principles and practices, and research methods and techniques
- Business mathematics and financial record keeping and report production
- Customer service practices, principles, and techniques for dealing with the public in person and over the telephone regarding sensitive issues
- Knowledge of groundwater issues and policy desired but not required

Minimum Requirements:

- Combination of education and experience, typically equivalent to possession of an Associate of Arts degree in business administration or related field, and four (4) years of responsible clerical experience, which has included considerable exercise of initiative, attention to detail, and independent judgment.
- Possession of a valid California driver's license, vehicle, and proof of automobile insurance at the time of appointment and a satisfactory driving record.

Other Requirements:

Willingness and ability to attend Board meetings, conferences, and seminars during traditional work and non-work hours.

Special Requirements:

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive a vehicle; read fine print on computer monitors; converse by telephone, in person; use calculators and personal computers; and strength to safely lift and maneuver office supplies, and boxes weighing up to 30 pounds.

TO APPLY

Please submit cover letter, resume, and references to Brittany@goldridgercd.org.